

## New School Year Rollover Checklist for the Student Locator (SSID) Agent for LEAs

Action	Part
Verify Correct School Year Info	A
Get New Year Student Data via Synchronization	B

### Part A. Verify Correct School Year Info

- ☐ 1. Open the SSID SIF Agent console
- ☐ 2. Verify the agent is operating on the new school year
  - i. Click on your *Zone Name* (e.g. LEA\_xxxx0000)
  - ii. Select the *School Year* tab
  - iii. If *School Year* shows the correct year range for the upcoming school year, click Close, then proceed to Part B
  - iv. If *School Year* does NOT show the correct year range for the upcoming school year, uncheck the Use Defaults box. Select the correct school year. (Nothing will move until the State's school year and the district's school year are the same.)

### Part B. Get New Year Student Data via Synchronization

- ☐ 1. Click on *Unsyncronize* under the Zone Actions heading on the left hand side
- ☐ 2. Select the *Box* next to your *Zone* (e.g. LEA\_99990000)
- ☐ 3. Click *Unsyncronize* found below the words "Choose the zones below..."
- ☐ 4. Follow directions until this process is finished.
- ☐ 5. Click *Synchronize* under the Zone Actions heading on the left hand side
- ☐ 6. Click *Start New Synchronization*
- ☐ 7. Click *Next* in the lower right hand corner
- ☐ 8. Select the *Box* next to your *Zone* (e.g. LEA\_99990000)
- ☐ 9. Follow directions until process is finished
- ☐ 10. \_\_ Complete process for manually obtaining SSIDs

Check users and notification for changes within your district.